



THE NORTON
KNATCHBULL
SCHOOL

JOB DESCRIPTION

Finance Officer

Job Title: Finance Officer

Salary: KS D

Responsible to: CFO and Senior Finance Officer

Contractual Hours: 30 hours per week / All Year Round

1. PURPOSE OF JOB:

- As a Finance Officer you will be a key member of the finance team working together with the CFO and Senior Finance Officer ensuring colleagues correctly implement the Academy Handbook and the school's financial policies.
- You will be expected to process and maintain accurate accounting records
- Maintain the School's financial systems and processes
- Effective and timely completion of finance tasks
- Establish and maintain an effective information flow via friendly communication across the school and external stakeholders

2. PERSON SPECIFICATION:

- Working or aspiring towards an accounting qualification – AAT level or higher
- Committed to continuous development and learning
- Dynamic, positive and helpful
- Self-motivated, pro-active and can act independently, as well as an effective team member.
- Excellent ICT skills, particularly Microsoft Office
- Strong communication skills
- Manage confidential and sensitive information with discretion
- Knowledge and practical experience of current financial software packages would be an advantage
- Experience within a financial environment, preferably within an educational context would be an advantage
- Able to work under pressure with result orientation.
- Must have attention to detail and ability to organise, prioritise and solve problems

3. DIMENSIONS:

Access to and maintenance of confidential and sensitive information

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head Teacher and Board of Governors.

4. PRINCIPAL ACCOUNTABILITIES:

- As part of the finance team achieve accurate and timely transaction posting leading to monthly balance sheet reconciliation, management reporting and timely supplier payments.
- Assist colleagues with procurement, costing of school trips, budget to actual cost control and payment queries.
- Support the School Administration and Site Team with school events and capital project costing
- Support the smooth operation of the catering contract
- Contribute to all aspects of the finance function, including but not limited to raising requisition, orders, posting invoices and making payments in compliance with authorisation procedures and policy
- Assist in the preparation of monthly management accounts, specific responsibilities for prepayment, accruals and the regular update of the contract register.
- Support the Finance Team with project work, active role in NKS Climate Action plan
- Establish and maintain excellent professional relationships and effective communication across the school, external partners, and other stakeholders.
- Work as part of the finance team to develop and maintain financial procedures to ensure the financial sustainability of the school.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

5. SCOPE FOR IMPACT:

- The post holder will be an important member of the Finance team to ensure the smooth administration of all financial aspect for the school.
- The post holder will have an important role to ensure the school achieves best value in all procurements

- The post holder will have an important role in ensuring that the school meets budgetary targets
- The post holder will have regular contacts with colleagues and external parties and is therefore required to represent the school's values and principles at all times.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

EQUALITY AND DIVERSITY

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____ Date: _____
Job Title

Agreed By: _____ Date: _____
Headteacher